



Executive Policy

Chapter 1: Executive Policy and Procedure

Policy 1-21

Resource Contact: Quality Assurance
Officer

Effective: August 25, 1993

References: Ecology Quality
Management Plan

Revisions Effective: May 8, 2006

Establishing Quality Assurance

Purpose: To ensure the consistent application of quality assurance principles to the planning and execution of all activities that acquire and use environmental measurement data.

Application: This policy applies to all Ecology employees, represented and non-represented, and to environmental data collection studies/activities conducted or funded by Ecology.

1. Establishing Definitions.

Quality Assurance (QA): The integrated program for assuring the reliability and quality of environmental data.

2. Quality Management Plan Provides Guidance.

This policy is the basis for QA management in Ecology and is the foundation for developing the Quality Management Plan. The plan describes the principles and practices that lead to effective planning and execution of environmental studies/activities that generate valid and useful data.

3. Assigning Quality Assurance Responsibilities.

The Director designates the agency's Quality Assurance Officer.

Program managers with responsibilities for environmental data designate a Quality Assurance Coordinator to provide QA support/oversight within their program.

4. QA Project Plans for Environmental Studies/Activities are Prepared, Reviewed, and Approved.

A Quality Assurance Project Plan is prepared for each environmental study/activity that acquires or uses environmental measurement data.

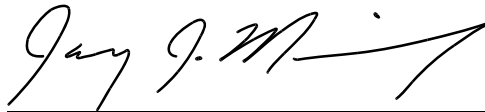
The Quality Assurance Project Plan lists the objectives of the study/activity; identifies the data needed to achieve those objectives; and describes the sampling, measurement, quality control, and data assessment procedures needed to obtain the data. The size and complexity of the project plan will be cost effective and in proportion to the magnitude of the study per Ecology Document “Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies.”

Quality Assurance Project Plans are developed, reviewed, and approved as specified in the Quality Management Plan, before data collection begins.

5. Quality Assurance Staff Provide Technical Assistance and Training.

The Quality Assurance Officer and staff provide technical assistance with quality assurance matters and coordinate quality assurance training for Ecology personnel.

Approved:



Jay J. Manning
Director

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